

Vacancy Details

Personnel Notice: 77-10
Date Announced: 12/10/2010
Closing Date: 1/7/2011 12:00:00 AM
Command: NEXCOM, Virginia Beach, VA
Grade: GS-15
Type: Attorney

There is a vacancy for an attorney to serve as Counsel within the Office of Counsel, Navy Exchange Service Command (NEXCOM) Headquarters, located in Virginia Beach, Virginia. NEXCOM Office of Counsel has five attorneys and four support staff at the Headquarters in Virginia Beach and one attorney and one support staff at the Navy Exchange West Coast Office in (NEXWCO) in San Diego and one attorney at the Navy Exchange Eastern District Office (NEXEDO) in Naples, Italy. NEXCOM is a field office of the Naval Supply Systems Command (NAVSUP) Office of Counsel located in Mechanicsburg, Pennsylvania. The successful applicant will supervise the personnel in Virginia Beach, NEXWCO, and NEXEDO.

NEXCOM is an Echelon III Command tasked with providing administrative and technical support for the worldwide Navy Exchange System (NES), which is comprised of Navy Exchange retail stores, the Ship's Store Program, the Navy Lodge Program, the Navy's Personal Telecommunications Program Office, and the Navy Uniform Program. The NES has approximately 12,000 civilian employees, the vast majority of whom are non-appropriated fund (NAF) employees not covered by most programs administered by the Office of Personnel Management. Additional information may be found on NEXCOM's public website, www.navy-nex.com.

The NEXCOM Office of Counsel has a varied workload covering many traditional OGC practice areas including contract law, civilian personnel law, EEO, ethics and standards of conduct, FOIA, fiscal law, arbitration, litigation, client counseling, as well as advice and representation in those areas of the law unique to non-appropriated fund instrumentalities (NAFIs). Because of the diverse geographic locations of NEXCOM activities, substantial travel may be necessary.

This opening will be filled under the General Schedule at the GS-15 level. To be selected at the GS-15 level, the applicant must have at least five and a half years experience including substantial acquisition law experience and significant experience in one or more of the OGC practice areas mentioned above. Pay will be set commensurate with the successful candidate's qualifications and funding availability. Experience supervising attorneys, managing a legal office at a field activity, and familiarity with NAFI issues and Navy organizations are desirable, but not required.

Applicants will be evaluated on 1) the depth, breadth, and quality of their experience as outlined above; 2) their research, analytical, and writing skills; 3) their oral communication skills; 4) their ability to work both independently and as part of a team; 5) their interpersonal skills and ability to develop strong attorney-client relationships with senior level clients; and 6) their leadership and management skills.

The successful candidate must be a U.S. citizen, have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar (any U.S. jurisdiction), be admitted to practice before a state or federal court, and be eligible to obtain and maintain a Secret security clearance.

Interested attorneys may contact Ms. Sandra Jumper, NAVSUP Counsel at 717-605-7753 or Mr. John Wittmann, NEXCOM Counsel, at 757-631-3610.

Applicants should submit an SF-171, OF-612, or resume; two short legal writing samples (not exceeding 10 pages each); two most recent performance appraisals if available; and the names and telephone numbers of at least three references (in addition to current supervisors) who may be contacted. The successful candidate is required to report to this position no later than April 15, 2011. Send all documents to:

Norma Crowther
Naval Supply Systems Command (Code OLCA)
5450 Carlisle Pike
Mechanicsburg, PA 17055-0791

It is recommended that applications be sent by electronic mail to norma.crowther@navy.mil or by Federal Express or similar means due to recent problems with regular mail deliveries due to possible security delays in normal mail delivery.

This personnel notice will close January 7, 2011, and applications must be received by that date to be considered.

If the successful applicant is not a current member of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys," which may be found in the "Careers section" of www.ogc.navy.mil.

Applicants eligible for Veterans' Preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying Veterans' Preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim, and do not provide, adequate supporting documentation for Veterans' Preference will not receive this positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

PCS expenses for current Government employees may be paid, but are not guaranteed.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.